BTEC

BTEC Production Arts

Assignment Brief

Qualification: BTEC International Level 3 Extended Diploma in Production Arts

Module H: Collaborative Production Arts Project

Issue Date:
Deadline Date:
Assessor:

Pearson

Important guidance for using Example Assignment Briefs

Example Assignment Briefs (EABs) are provided as support and guidance. Teachers are not required to use them.

You are free to use or adapt them in any way to suit your programme and learners. When adapting EABs, or creating your own, you must ensure the minimum requirements listed on the ‘BTEC Internal Verification of Assignment Briefs’ are met.

Assignment: Teamwork

- H21: Undertaking a Defined Administrative Project Role
- 1. Plan and prepare for an administrative role.
- 2. Demonstrate skills in an administrative role.
- 3. Contribute to a project in an administrative role.

- H22: Using Creative Collaboration to Develop a Project
- 1. Demonstrate personal engagement and individual responsibility when developing a collaborative project.
- 2. Demonstrate skills when developing a collaborative project.
- 3. Apply collaborative skills when developing a project.

- H23: Producing a Collaborative Project
- 1. Demonstrate technical skills in a final collaborative project.
- 2. Demonstrate creative skills in a final collaborative project.
- 3. Present a final collaborative project.

Context

Your production arts company has been commissioned to work as a team to plan, develop and realise/present a collaborative project.

This might be a live event, a performance, concert, a community project, a film/TV programme or other appropriate showcase for the company's skills and abilities.

The project is a great opportunity for the company members to demonstrate their skills and knowledge in a major project, requiring collaboration in all aspects of planning, administration, and technical/creative input to the development and realisation of the project.

As part of the collaborative process you will be required to undertake an administrative role, as well as a production role based on your production specialism.

Task 1: Planning the project

For the first part of the project you will undertake an administrative role during the project planning stage.

Working as part of a company, you will participate in planning meetings to discuss and agree the nature of the project. The meetings should consider the aims and intentions of the project, the concept and creative vision, target audience, venue(s), resources and constraints such as time and budget, promotion and marketing, etc.

You should agree the roles required to deliver the project and each member of the team will undertake an administrative role throughout the production process.

Administrative roles can include for example:

- Manager (Production, Front of House, Box Office, Touring)
- Finance
- Marketing and merchandise
- Health and safety.

Task 1: Planning the project

Once the project has been agreed, you will need to demonstrate a thorough and wide-ranging understanding of the necessary preparations.

This could be in the form of a project plan that includes:

- a timeline, including a detailed rationale for preparations and activities necessary at each stage of the process
- detailed breakdown of required equipment and resources with justification as to why they are needed
- explanation of your own role and responsibilities and those of other company members
- details of contingency plans.
  You will also need to include planning materials such as minutes of meetings, budgets, lists of resources, schedules, director's briefs, marketing research, risk assessments, etc.

This task targets H21.1 at Pass, Merit and Distinction.

Criteria covered by Task 1

Assessment unit H21: Undertaking a defined creative or administrative project role
H21.1 Plan and prepare for an administrative role

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:
H21.P1 Pass **Basic**	At **Pass**, learners give an overview of the requirements in terms of equipment and resources, as well as an overview of what actions they need to take, with some description of necessary preparations.
H21.M1 Merit **Detailed**	At **Merit**, learners give a full breakdown of the requirements in terms of equipment and resources, what they are needed for and why they are needed. They provide considered detail of what actions they need to take, with an explanation of necessary preparations.
H21.D1 Distinction **Comprehensive**	At **Distinction**, learners give a thorough and wide-ranging breakdown of the requirements in terms of equipment and resources, what they are needed for and why they are needed, including contingency plans. They will demonstrate reasoned and proactive thought in relation to the actions they need to take, with a thorough and wide-ranging understanding of necessary preparations.

Task 2: Teamwork

Once planning decisions and preparations have been made, you will work collaboratively with the rest of the company to develop the project, working in an appropriate production role within your specialism, such as technical, design, make-up, construction, as well as your administrative role agreed at the start of the project.

Activities and processes will include:

- researching and developing material
- meetings to review and track progress
- setting targets (individual and company targets)
- identifying issues and making improvements
- experimenting with different techniques, processes and effects
- seeking and responding to feedback
- adhering to health and safety requirements.

You will need to document the development process in good detail and include relevant documentation such as meeting

notes, design plans, annotated scripts, team communications, etc.

Task 2: Teamwork

In your administrative role, your contribution to the development process should provide evidence of your proficient application of administrative skills showing a full understanding of how to apply these skills to the project scenario.

This task targets H21.2 at Pass, Merit and Distinction.

In your technical/creative production role, your contribution to the development of the collaborative project should demonstrate consistent contributions to meetings and discussions, with evidence of relevant and insightful input.

You will show the ability to share and explain ideas as well as respond positively to the ideas of others. You will be able to show leadership in one or more aspects of the process.

You will use creative/technical skills in a perceptive manner showing some innovation in order to have a clear impact on the development and direction of the project.

This task targets H22.1, H22.2 and H22.3 at Pass, Merit and Distinction.

Criteria covered by Task 2

H21.2 Demonstrate skills in an administrative role

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:
H21.P2 Pass **Competent**	At **Pass**, learners apply a basic range of skills appropriately to achieve the purpose, with some understanding of their role.
H21.M2 Merit **Effective**	At **Merit**, learners select and apply skills to achieve the purpose efficiently, demonstrating a secure capability and a considered understanding of how to apply relevant skills in their role to good effect.
H21.D2 Distinction **Accomplished**	At **Distinction**, learners showcase a technically proficient level of capability in their use of skills, with a full and logical understanding of how to apply relevant skills in a project scenario.

Criteria covered by Task 2

Assessment unit H22: Using creative collaboration to develop a project
H22.1 Demonstrate personal engagement and individual responsibility when developing a collaborative project

Unit/Criteria Reference	To achieve the criteria you must show that you are able to:
H22.P1 Pass **Appropriate**	At **Pass**, learners show some participation and provide relevant inputs during discussions and meetings. They contribute to the creative development of the project but may rely on some support from their peers.
H22.M1 Merit **Effective**	At **Merit**, learners are attentive and participative during discussions and meetings, providing valuable input and ideas that progress the project. They clearly contribute to the creative development of the project.
H22.D1 Distinction **Accomplished**	At **Distinction**, learners are consistently attentive and participative during discussions and meetings, providing a range of pertinent and insightful inputs. They show leadership in their contribution to the creative development of the project.

Criteria covered by Task 2

H22.2 Demonstrate skills when developing a collaborative project

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:
H22.P2 Pass **Competent**	At **Pass**, learners use generic creative and technical skills appropriately that have some impact on the creative development of the project.
H22.M2 Merit **Effective**	At **Merit**, learners use creative and technical skills securely in a controlled and efficient manner that clearly contributes to the creative development of the project.
H22.D2 Distinction **Accomplished**	At **Distinction**, learners use perceptive creative and technical skills showing some innovation and having a crucial and clear impact on the creative development and direction of the project.

Criteria covered by Task 2

H22.3 Apply collaborative skills when developing a project

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:
H22.P3 Pass **Adequate**	At **Pass**, learners collaborate in the development of a creative project, showing the ability to suggest ideas and listen to the opinions and ideas of others.
H22.M3 Merit **Effective**	At **Merit**, learners collaborate in the development of a creative project, showing the ability to input relevant ideas and respond to the opinions and ideas of others while moving the project forward.
H22.D3 Distinction **Accomplished**	At **Distinction**, learners collaborate in the development of a creative project, showing the ability to share and explain ideas and respond thoughtfully to the opinions and ideas of others.

Task 3: Final production

Your company will now present the final collaborative project to an audience, realising the aims and intentions of the project.

Whatever form or medium of project has been planned and developed, “bringing the project to life” will require you to

demonstrate skills within your specialism and production and administrative role.

You will need to document your application of relevant technical/creative skills during the realisation of the project, for example:

- get-in/fit-up
- rigging
- costume/make-up call
- technical and dress rehearsal
- performance/presentation to an audience
- adhering to health and safety requirements
- responding to post-performance evaluation, such as audience feedback, director notes, stage manager reports, etc.

Task 3: Skills Development Plan

Evidence will need to present the outcome of your project in an appropriate format, such as video recordings, e-portfolio, etc., supported

by commentary accounting for the success of the final project in relation to its intention and artistic vision.

You will need to show that you can:

- apply skills in a proficient manner, which has a crucial and positive impact on the final outcome
- display a skilled and proficient use of design and presentation elements
- fully account for the artistic vision of the project and presentation format to inform and inspire the final outcome.

This task targets H21.3, H23.1, H23.2 and H23.3 at Pass, Merit and Distinction.

Criteria covered by Task 3

H21.3 Contribute to a project in an administrative role

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:
H21.P3 Pass **Some impact** H21.M3 Merit **Clear impact** H21.D3 Distinction **Crucial impact**	At **Pass**, learners have some positive impact on the project. They may make some errors in judgement or mistakes but these will have only a minor impact on the project. At **Merit**, learners have a clear and positive impact on the project. They will make effective and considered decisions and actions in relation to the project. At **Distinction**, learners have an essential impact on the success of the whole project. They will make thoughtful and creative decisions and actions that impact on the project.

Criteria covered by Task 3

Assessment unit H23: Producing a collaborative project

H23.1 Demonstrate technical skills in a final collaborative project

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:
H23.P1 Pass **Competent**	At **Pass**, learners apply skills that have some positive impact on the final outcome. They will demonstrate some technical skills.
H23.M1 Merit **Effective**	At **Merit**, learners apply skills that have a clear and positive impact on the final outcome. They will demonstrate secure technical skills.
H23.D1 Distinction **Accomplished**	At **Distinction**, learners apply skills that have a crucial and positive impact on the final outcome. They will demonstrate technically proficient skills.

Criteria covered by Task 3

H23.2 Demonstrate creative skills in a final collaborative project

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:

H23.P2 Pass **Competent**	At **Pass**, learners display some creativity in the use of design and presentation elements. They demonstrate some sense of creativity in the final outcome.
H23.M2 Merit **Effective**	At **Merit**, learners display a considered and secure use of design and presentation elements.
H23.D2 Distinction **Accomplished**	At **Distinction**, learners display a skilled and proficient use of design and presentation elements.

Criteria covered by Task 3

H23.3 Present a final collaborative project

Unit/Criteria Reference	To achieve the criteria, you must show that you are able to:

H23.P3 Pass **Appropriate** H23.M3 Merit **Effective** H23.D3 Distinction **Creative**	At **Pass**, learners show some consideration of the artistic vision of the project and presentation format. At **Merit**, learners clearly consider the artistic vision of the project and presentation format. At **Distinction**, learners fully account for the artistic vision of the project and presentation format to inform and inspire the final outcome.

Checklist of evidence required

Portfolio* of evidence with supporting video recordings, including:

Task 1

Proposal for the collaborative performance project to include: details
- of the: production timeline
- roles and responsibilities
- required resources
- contingency plans.

Video footage and individual notes from initial planning activities.

Task 2

A **log/blog/vlog*** accounting for your contribution to the development and production process. This should document your input of ideas and how these influenced and shaped the project. You should also include relevant production documents such as designs, inventories, construction plans, team communications, along with video footage of meetings and key production sessions.

Task 3

Documentation (e.g. video recording) of the final project performance/presentation with supporting commentaries.

*This can be in any suitable form suitable for the submitted evidence, such as an e-portfolio, video recordings with commentary, written evidence in blogs, vlogs or a combination of forms.

BTEC Creatives

Production Arts

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